

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
AGENDA**

**May 13, 2004
9:00 a.m.**

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| <ul style="list-style-type: none">• Opening Remarks<ul style="list-style-type: none">➤ Thank you➤ February 12, 2004 Minutes
• 2004 LIDS Conference Update<ul style="list-style-type: none">➤ September 15 & 16, 2004➤ Sheraton Park South Hotel, Richmond, Virginia➤ Agenda
• LIDS Enhancement Updates<ul style="list-style-type: none">➤ Inquiry<ul style="list-style-type: none">✓ Insurance Number inquiry needs capability to search by name. Goal date is July 1, 2004.✓ Bruce Folks, Rockingham County, requested that Inquiry be updated to verify prisoner SSN and verification date to be added to Prisoner Information screen. Melanie Morrison, Compensation Board, will add to Prisoner Screen. Goal date is March 31, 2004. Completed.✓ Ron Wise, Alexandria City, requested that the DNA drawn date field, if DNA has been drawn, be returned to the Confine Prisoner screen. Committee agreed that it should be added to Inquiry only, not Commitment maintenance. Goal Date is July 1, 2004. Completed – in production.➤ Reconciliation<ul style="list-style-type: none">✓ Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category. Goal date is March 31, 2004.➤ Update Offenses – Cindy Angle, Montgomery County<ul style="list-style-type: none">✓ When updating one offense, give the ability to press Enter, and automatically go to the next offense. Committee approved adding a tag to update offenses. Goal date is July 1, 2004.➤ Financial Reconciliation Screen enhancement – Alice Coe, Compensation Board<ul style="list-style-type: none">✓ Committee approved adding a tag to update offenses. Goal date is July 1, 2004.➤ Restructuring/grouping of Forms Maintenance reports<ul style="list-style-type: none">✓ All data has been moved into the test arena. Requires LAC member testing to make sure that what they request is the actual report requested. Goal date is March 31, 2004.➤ Reports<ul style="list-style-type: none">✓ Payment Status Report. Goal date is July 1, 2004.✓ VCC Search Report - Updated to allow wild card search. Goal date February 29, 2004✓ Possible Error report and the Data Integrity report - altering so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue indefinitely, as no ICJIS meetings have been held the past six months. OTN standalone query to be developed for sentencing guidelines. Goal date – March 2004.✓ Disposition Report to be developed in Forms Maintenance – Routine, Reconciliation and Inmate Status reports. Goal date is July 2004.✓ Reginald Tinsley, Richmond City - A new report that compares current roster or ending count with ending count of previous month that reports the plus and minus details of commits and releases, and details inmates currently committed that were not committed in previous ending count and inmates that were released who were active in the previous ending count. Anne Wilmoth reported that we have the logic to turn into a downloadable Forms Maintenance report. Reginald agreed to fax a copy of the information to Alice Coe or Anne Wilmoth. Reginald Tinsley and Carol Moye volunteered to test the report before it is placed into production. Goal date is July 1, 2004.✓ Debbie Hamlet, Blue Ridge Regional Jail - A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production July 1, 2004. If anyone needs this information prior to July 1, 2004, send request via e-mail to Anne Wilmoth.✓ Bobbie Elswick, Gloucester County – ADP comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report. Committee approved. Goal date is July 1, 2004.✓ Julieann Robertson, Chesterfield County – Viewable and downloadable Tuesday Reports. Committee approved to leave the Tuesday Report as is. An ADP (Average Daily Population) version will be developed. Goal date is April 30, 2004.✓ Carol Perkins, Central Virginia Regional Jail – Forms Maintenance Report request – Provide totals by sex. Committee approved to modify Forms Maintenance to include the request for sex. Goal date is September 30, 2004. | <p>Sue</p>

<p>Sue</p>

<p>Alice</p> | <p>9:00 a.m.</p>

<p>9:05 – 9:30</p>

<p>9:30– 9:50</p> |
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- **LIDS Enhancement Updates (continued)**

- Reports
 - ✓ Anne Wilmoth, Forms Maintenance Reports in comma delimited format for auditors' Possible Duplicates report. Committee approved to be added as a new viewable and downloadable Forms Maintenance report. Goal date is March 31, 2004
- Reason Confined Codes
 - ✓ JulieAnn Robertson, Roanoke County – Develop reason confined code for Local Treatment Program/Facility. Committee approved developing a new reason confined code for a local treatment program vs. a State treatment program, which will be treated the same way as holding for diversion/detention center. Disposition code 'DT' – Deferred Treatment – must be used along with the new reason confined code and if a sentence is not imposed. The 'DT' and new reason confined code will serve as the sentence. Goal date is July 1, 2004
- Disposition Codes
 - ✓ Anne Wilmoth, Compensation Board - It is not mandatory to use the Offense Disposition Code 'SC' and force additional edits to be placed in LIDS. From an audit perspective, after January 1, 2004, auditors will expect to see the 'SC' used if inmate is still confined 1/1/04. Does not affect inmates confined prior to 1/1/04. Completed. Combination payable vs. non-payable Forms Maintenance report to be developed. This will be IT's number one priority for March 2004. Goal date is March 31, 2004.
 - ✓ Ron Wise, Alexandria City – Develop Offense Disposition Codes RC or RS – Reconsideration of Sentence, BS – Balance Suspended, SS – Serving Sentence, and SU – Suspended Sentence (Change). Disposition Code '**BS**' - Balance Suspended approved to be developed in LIDS. Ron Wise will send the verbiage to the CB. Goal date to be placed in production is July 1, 2004.
 - ✓ Micah Meadows, Fauquier Co. Jail - Requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates. Then possibly develop a Forms Maintenance report and possible error. A flag will be added. Anne Wilmoth will contact Department of Corrections to see how long it will take to do it in "soft" form. *Forwarded from 2-12-04 meeting.*
- Ron Wise, Alexandria City – Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue. Anne Wilmoth and Bill Copley will write the analysis/requirements to do this, and will submit the analysis to Committee by April 1. Anne Wilmoth suggested that this feature be restricted to the adjustor, certifier, and/or approver. *Forwarded from 2-12-04 meeting.*
- LIDS security table - Anne Wilmoth, Compensation Board – should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be emailed, faxed or mailed to the Compensation Board to be placed on file. Goal date is July 1, 2004.

- **Forwarded/Continued from last meeting**

Committee 9:50 – 10:30

- Parole Violator Information
 - ✓ Anne Wilmoth, Compensation Board - Do jails receive parole status information, either discretionary or mandatory? If so, we may want to collect this in LIDS to assist the forecasters. Committee agreed that jails do not know inmates are parole violators until released. Anne Wilmoth requested off-line conversation with Felicia Berger Tuesday, February 17, to see if we can pull from Department of Corrections rather than jail. DOC should be able to furnish.
- Anne Wilmoth, Compensation Board, requested to discuss new ADP report at May meeting.
- Ron Wise, Alexandria City, asked what the auditors' preference is when using Disposition Code 'TS' – Time Served? Oliver Bradshaw not in attendance.
- Ron Wise, Alexandria City, reported that his jail has a new jail management system and wants to know procedure when a magistrate uses Statute 18.2-96, Third Offense Petty Larceny, which ended in 1996. Anne Wilmoth will send a list from the Supreme Court.
- Bruce Folks, Rockingham County, asked for records retention guidelines. Oliver Bradshaw not in attendance at 2-12-04 meeting.

- Disposition Code Matrix
 - ✓ Oliver Bradshaw, Compensation Board, recommended adding Disposition Code matrix to LIDS Users Guide to show which offense disposition code that LIDS keys on their alternative programs, regular confinements and pending charges during their types of confinement. Committee agreed that the matrix should list exceptions only. Debbie Hamlet, Ron Wise, and Charlie Gray volunteered to work with Oliver to develop the exception list and will send to Committee members in January to discuss at February LAC meeting. Oliver Bradshaw not in attendance 2-12-04.
- Anne Wilmoth and Alice Coe, Compensation Board, are working with the Mental Health Department. Mental Health wanted to know if jails track medication information. Mental Health requested that LIDS collect data to provide the number of inmates using psychotropic or non-psychotropic drugs for fiscal year or calendar yet, and the cost of such. LAC members were asked to check with their medical staff to see if they would disseminate it.

• **Break** **10:30 – 10:45**

• **New Pre-planned Issues** **Committee 10:45 – 12:00**

- LIDS Advisory Committee meeting – should the February meeting be held in March in future because of February weather conditions.
- Forms Maintenance – does LIDS need to provide the capability to list more than one FIPS code to summarize (e.g., Blue Ridge Regional Jail)
- Carol Moye, Prince William/Manassas Reg. Jail – Reason Confined Code 81, Addictions Correction Treatment (ACT) – should they include all court ordered inmates, which would include Local Responsible.
- Bruce Folks, Rockingham County – Penalty modifier change for inmate convicted of a misdemeanor with 12-month sentence for 18.2-308.4, which is for felony charges only, not misdemeanors.
- Jenny Newman, Pittsylvania County – When updating sentencing information for multiple charges, suggest a LIDS enhancement be added to allow sentencing information updates for multiple offenses instead of having to go into each individual offense to update the sentencing information.

Lunch Break **12:00 – 1:00**

• **Budget Updates** **Alice 1:00 – 1:45**

- HB 235 – The Compensation Board would like to adopt the ISO (International Standard) list. Committee was asked at the 2-12-04 meeting to check and make a decision at the May meeting.

• **Committee Resignations** **Alice 1:45 – 2:00**

- Anna Earnhardt, Portsmouth City Jail

• **Committee Recommendations**

- Bobbie Elswick, Gloucester County – Eastern Region
- Kim VanHoy, Smyth County – Western Region
- Robin Knox, Hampton Roads Regional – Eastern Region
- Valencia White, Newport News City – Eastern Region

• **Discuss Quarterly Committee Dates** **2:15 – 2:30**

- August 6, 2004 – Mecklenburg County Board of Supervisors office
- November __, 2004 – ?

• **Issues Tabled Indefinitely**

- Sentence Length Within Sentence Guidelines analysis and program revisions.